

Travel Card Request Number:

Travel Visa Card Application Supplement

Use this form if you experienced an error during the online application process.
 Print, sign and submit the completed form to travelhelp@ucdavis.edu, Subject Line: Travel Card Application for [insert applicant name].
 [* = Required Field]

*Cardholder Last Name M.I. *First Name *Employee ID

Cardholder Agreement

My signature below verifies that I understand and agree to all of the following:

- Eligibility is based on employment status, not personal credit card history.
- The Travel card is to be used for approved University of California business travel and entertainment, in accordance with UCOP Policies G-28 and BUS-79. Failure to comply with the requirements of the Travel card may result in disciplinary action, including termination and card closure.
- I understand it is my responsibility to ensure timely payments are made to U.S. Bank by submitting the travel & entertainment reports within 30 days from the transaction date.
- I understand all late fees are my responsibility.
- The complete cardholder agreement will be provided by U.S. Bank when the card is issued and I agree to read all the terms and conditions.
- Federal law requires university personnel to access my date of birth and tax identification number to verify my identity.
- I will notify the Travel Help desk at travelhelp@ucdavis.edu of any foreign travel 10 days prior to departure date.

*Cardholder Signature

*Date Signed

Department Agreement

My signature below verifies that the sponsoring department agrees to the following:

- The employee's home department will ensure and verify the Travel card is to be used for approved business travel and entertainment only.
- In the case of inappropriate use or failure to keep the account current, the department will be responsible for assisting Supply Chain Management with the resolution of outstanding issues and may be required to use department resources to pay outstanding debt.
- The employee's home department will notify the Travel Help desk at travelhelp@ucdavis.edu prior to any employee separations.

*Department Head Name

*Department Chart & Account Number

*Department Head Signature

*Date Signed

This application is only for official University of California, Davis use.